



Property Retagging – Form

Please complete all information requested from the data on the actual property item, sign, date, and submit the affidavit to Property Management Group for approval.

United States Government Property Information:

- DOE Property Number: _____
- Manufacturer Name: _____
- Asset Description: _____
- Model Number: _____
- Serial Number: _____
- Asset Location Bldg./Rm. in Sunflower: _____
- Actual location of Asset: _____
- Steward: _____
- New LBL/DOE #: _____

Property Representative:

Before Property Management will process the retag, the Property Representative must verify the following:

- Asset DOE # is missing or can not be scanned
- Asset location
- Asset serial number

Reason why the above asset needs to be retagged:

☐ Property Representative Signature

Date: _____